



## **Instructions For Monthly Report: Estimates of Swine to be Delivered Under Contract (Form P&SP-341)**

Use form P&SP-341 to submit monthly estimates of swine to be delivered under contract.

### **Do I need to provide monthly reports?**

You must provide monthly reports if you are a packer, as defined in CFR Chapter 9, section 206.1, purchasing at least 100,000 swine per year and slaughtering swine, or having swine slaughtered, at a federally inspected swine processing plant that meets either of the following conditions:

- (1) A swine processing plant that slaughtered an average of at least 100,000 swine per year during the immediately preceding 5 calendar years, with the average based on those periods in which the plant slaughtered swine; or
- (2) Any swine processing plant that did not slaughter swine during the immediately preceding 5 calendar years that has the capacity to slaughter at least 100,000 swine per year based on plant capacity information.

### **When is the monthly report due?**

Reports must be received by the close of business (4:30 p.m. c.t.) on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> day of a month falls on a Saturday, Sunday, or Federal holiday, the monthly report is due no later than the close of the next business day following the 15<sup>th</sup>.

### **What information do I need to provide in the monthly report?**

You must complete a separate monthly report for each plant that meets the definition of a packer in 9 CFR 206.1.

GIPSA will classify all submitted example contracts and provide that information to you. Each existing contract will be classified the same as the example contract that represents it.

You must provide estimates of the number of swine to be delivered and the maximum possible number of swine that could be delivered during each of the 12 months following the report date for all existing contracts aggregated by contract type. The contract types are:

- (1) Swine or pork market formula purchases with a ledger.
- (2) Swine or pork market formula purchases without a ledger.
- (3) Other market formula purchases with a ledger.
- (4) Other market formula purchases without a ledger.
- (5) Other purchase arrangement with a ledger.
- (6) Other purchase arrangement without a ledger.

Every existing contract must be represented by an example contract. If an existing contract is not represented by an example contract, contact GIPSA for information on submitting contracts.

### **What if a contract does not specify the number of swine committed?**

To meet the requirements for monthly reporting, you must estimate expected and potential deliveries based on the best information available to you. Such information might include, for example, the producer's current and projected swine inventories and planned production.

### **When do I change previously reported estimates?**

Regardless of any estimates for a given future month that may have been previously reported, current estimates of deliveries reported must be based on the most accurate information available at the time each report is prepared.

### **Where and how do I send my monthly report?**

#### Hardcopy

USDA GIPSA  
Suite 317  
210 Walnut Street  
Des Moines, Iowa 50309

#### Electronic

[scl.gipsa.usda.gov](http://scl.gipsa.usda.gov)

*Note: Under Packer Submit Information,  
select Monthly Reports*

#### FAX

202-720-8300

GIPSA provided you with a user name, password, and electronic signature ID when we informed you that your firm is required to submit information for the swine contract library. This information is required to access the electronic submission process located on the GIPSA web site listed above.

GIPSA also provided you with a packer ID. This information is requested on the form.

The web site can be used to (1) complete and submit the form, (2) download, complete, and print a fillable Adobe Acrobat (PDF) version of the form for hardcopy submission, or (3) print a blank form.

When completing the form using the fillable Adobe Acrobat file or on the GIPSA web site, press the tab key to move between fields on the form, or select the desired field.

Web User Guide: Monthly Report Form contains additional information for using the web interface to submit contracts.

### **What are the penalties for not complying?**

As specified in section 222(e) of the P&S Act, to willfully fail or refuse to provide accurate information constitutes a violation of the P&S Act. Section 203 of the P&S Act sets forth the procedures that the Secretary is authorized to follow whenever there is reason to believe that any packer has violated or is violating a provision of Title II of the P&S Act. Section 203 of the P&S Act also specifies the sanction that may be assessed if the Secretary determines that a violation has occurred.

### **How can I get additional information?**

If you have questions or need further assistance, please contact the Des Moines Regional office using one of the following methods.

Swine Contract Library Web Site: <http://scl.gipsa.usda.gov>

Phone: 515-323-2579, request to speak to the Swine Contract Library staff

Email: [SwineContractLibrary.Gipsa@usda.gov](mailto:SwineContractLibrary.Gipsa@usda.gov).

Fax: 515-323-2590, attention Swine Contract Library staff

### **How do I complete the form (P&SP-341)?**

#### **Section 1 - Identification Information**

##### **Items 1-6, 13-14, and 18-19**

*NOTE: Items 1-6, 13-14, and 18-19 will be prefilled when completing the form via the GIPSA web site.*

<b>Item Number</b>	<b>Field Name</b>	<b>Instruction</b>
1, 13, and 18	Packer ID	Enter the identification number assigned to you by GIPSA.
2	Packer Name	Enter the name of the reporting packer.
3, 14, and 19	Federal Inspection Number	Enter the inspection number assigned to the plant by USDA's Food Safety and Inspection Service.  When completing the form via the GIPSA web site, select the federal inspection number for the plant for which the report is being submitted from the drop down list on Item 3. Items 14 and 19 will be updated with the selected federal inspection number.
4	Plant Name	Enter the name you use to identify the specific plant for which the report is being submitted.
5	Report Month and Year	Enter the month and the year for the reporting period. This is the month in which the report is due. For example, if a report is being prepared that is due by December 15, 2001, the report month and year would be 12/2001.  When using the fillable Adobe Acrobat file, a button marked Set Dates will appear to the right of this field. Click on the button to fill in Items 15 and 20.
6	Plant Location	Enter the city and state where the plant is located.

#### **Contact Information**

##### **Items 7-9**

7	Name	Enter the name of the person who can be contacted if necessary to obtain clarification or correction of information on the report.
8	Title	Enter the title or position of the person identified in item 7.
9	Phone	Enter the phone number at which the person identified in item 7 can be reached.

**Certification  
Items 10-12**

10	Name	Enter the name of person authorized to submit this report.
11	Title	Enter the title of the person authorized to submit this report.
12	Signature	Sign to certify the validity of the report.  When completing the form via the GIPSA web site, enter your assigned electronic signature ID when prompted at the end of the submission process.

**Section 2 – Estimated Number of Swine to be Delivered Under Existing Contracts  
Items 15-17**

*NOTE: Item 15 will be prefilled when completing the form using the fillable Adobe Acrobat file or via the GIPSA web site.*

15	Month/Year	Enter the month and year for which the estimates are being submitted. The starting Month/Year is the month following the Report Month and Year and the Month/Year combination advances one month for each line of the report.  For example, if the Report Month and Year is 12/2001, the entry for Month/Year on the first line is 01/02, the entry for Month/Year on the second line is 02/02, continuing through the months to the last line which is 12/02.
16	Contract Types	Enter the corresponding number of swine expected to be delivered to the plant (item 4) for each month listed under Month/Year for all of the existing contracts of each contract type as identified by GIPSA.  Report the number of swine committed for delivery under each contract type in effect, even if those contract types are not currently being offered for renewal or to additional producers. Enter zero if the plant does not have any existing contracts for a contract type.
17	Available Contracts	Select <b>Yes</b> if you offer or make available for renewal any contract of the corresponding type.  Select <b>No</b> if you do not offer or make available for renewal any contract of the corresponding type.

### Section 3 – Estimated Maximum Number of Swine to be Delivered Under Existing Contracts

#### Items 20-22

*NOTE: Item 20 will be prefilled when completing the form using the fillable Adobe Acrobat file or via the GIPSA web site.*

20	Month/Year	Enter the month and year for which the estimates are being submitted. These will be the same months entered in Section 2, Item 15.
21	Contract Types	<p>Enter the corresponding maximum number of swine that can be delivered to the plant (item 4) for each month listed under Month/Year for all of the existing contracts of each contract type as identified by GIPSA.</p> <p>If there are no expansion clauses in any existing contracts for a given contract type that is currently in effect, the entries in the column for that type of contract should be identical to the entries in Section 2, Item 16.</p>
22	Expansion clause in contracts	<p>For all existing contracts, identify the expansion clauses by selecting each expansion clause type that occurs in any contract under the corresponding contract type for which estimates are being reported.</p> <p>(1) Clauses that allow for a range in the number of swine to be delivered;</p> <p>(2) Clauses that require a greater number of swine to be delivered as the contract continues;</p> <p>(3) Other clauses that provide or allow for expansion in the numbers of swine to be delivered.</p> <p>Any combination of expansion clauses may be included.</p>